

Special Meeting of the Keene Memorial Library Board Meeting  
Keene Memorial Library  
1030 N. Broad St., Fremont NE  
4:00 P.M.  
July 29, 2019

AGENDA

1. Call to Order/Notice of Meeting
2. Roll Call
3. Dispense with and Approve May 2019 Minutes
4. New Business
  - a. Budget, CIP and Staff Requests
  - b. Internet only temp. cards – online resources
  - c. NLA Conference
  - d. Library Board Vacancy

Next Meeting August 19, 2019  
3:30 p.m. Keene Memorial Library

Agenda posted online at [www.fremontne.gov/library](http://www.fremontne.gov/library) and emailed to Library Board members on July 24, 2019. This meeting is preceded by publicized notice in the Fremont Tribune and the agenda is displayed in the Administration Office at Keene Memorial Library, 1030 North Broad Street. A Copy of the Open Meeting Law is posted at the entrances of the meeting rooms. The Library Board reserves the right to go into Executive Session at any time. The Library Board reserves the right to adjust the order of items on this agenda.

May 20, 2019

Board President Larry Jirsak called the meeting to order at 3:30 p.m. in the library board room.

**Roll Call**

The following members were present: Larry Jirsak, Earl Underwood, Mandy Ostdiek and Lori Dahl. Also present was Library Director Walker, and Senior Office Associate Tracy Parr. Tracy will be recording the meeting minutes.

**Notice of Meeting and Agenda**

The meeting was preceded by publicized notice in the Fremont Tribune and the agenda displayed in the municipal building, online at [www.fremontne.gov/library](http://www.fremontne.gov/library) and distributed. A copy of the open meeting law is posted continually for public inspection and is located near the entrance of the library auditorium.

**Reading of Minutes**

Board Member Underwood moved to approve the April 15th minutes as written. Board Member Ostdiek seconded it. Carried.

Board Member Underwood moved to receive the November 19<sup>th</sup> 2018 minutes as corrected. President Jirsak discussed editing the minutes to amend the word agenda to minutes. The sentence "Kment made a motion to amend the agenda..." Board Member Dahl seconded the corrections. Carried.

**Unfinished Business**

1. Library Policy Handbook – Board Members will handwrite edits in their draft notebooks, then edits will be combined to a final version to be submitted to legal department. The library will have the final draft to Board Members a week to a few days before meeting.
2. Article 7 of the Library City Code – Director Walker reviewed the current city ordinance, article 7 of the library city code and discussed possible edits. Director Walker will create an edited version and send to legal department with Q&A on some of the terminology.

**Reports**

1. Director's Report - Director Walker informed the Board of the Summer Reading Program kick off, that the library is working on an internship from the Nebraska Library Commission, the lighting needs of the library, the two year budget cycle is due soon, that the public computer software is still pending, gave an overview of the policy for meeting room use, and that the libraries security gates need to be replaced.
2. Friends of the Library Report. Director Walker informed the Board about the Nebraska Dyslexia training that she and Laura England-Biggs will be attending and that is being paid for by the Dyslexia grant. She mentioned that we hosted Claude Bourbon and that there were 26 people in attendance. It was mentioned that the Friends of Keene Memorial Library have expended funds for Summer Reading Program, paying for three performers and all SRP prizes. Director Walker is working with the Friends on the expansion project and fundraising.
3. Expansion. Grant work, re-aligning committees and fundraising were all mentioned. Discussion by board member Underwood to consider a professional fundraiser. Discussion was held on this topic and a budget line will be requested for the new budget cycle for a professional fundraiser.

With no further business, motion to adjourn was made at 4:30 p.m. with Board Member Dahl making the motion and Board Member Underwood seconding it. Carried.

(Signed) by Tina Walker, Library Director

WORK-SHEET: BEK20&21  
DESCRIPTION: Budget Expenditure Worksheet FY2020&2021  
FISCAL YEAR: 2019  
FROM ACCOUNT: 1-2031-419-00-00  
TO ACCOUNT: 1-2031-455-80-00  
SELECTION: RANGE  
TRANSACTION TYPE: EXPENDITURES  
USER: WALKERT  
SECURITY: N  
OMIT DESCRIPTION: 0  
HORIZONTAL SHIFT: 0  
SUMMARY TOTALS:  
ACCOUNT SUPPRESSION: NO

FUND SORT PRIORITY: 1  
DEPT SORT PRIORITY: 0  
DEPT CAT PRIORITY: 0  
DIV SORT PRIORITY: 2  
STAB SORT PRIORITY: 0  
STAS SORT PRIORITY: 0  
ELM SORT PRIORITY: 3  
OBJ SORT PRIORITY: 0  
CAT SORT PRIORITY: 0  
REV/EXP PRIORITY: 0  
ACCOUNT NUMBER: STANDARD  
1  
1  
1  
1  
1  
1  
1  
1  
1  
1

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FIELD USAGE: 1 8 2016-2017 TWO YEARS AGO ACTUAL  
B Base GMA2YR 2 8 2017-2018 LAST YEARS  
B Base GMLYA 3 8 2018-2019 ADJUSTED  
B Base GMREVE 6 8 2019-2020 BUDGET  
C Level DR20 7 8 2020-2021 REQUEST  
C Level DR21 5 8 2018-2019 REQUEST  
C Level ES19 4 8 2018-2019 ESTIMATE  
R Result YTDPER06 1.0600 0 MARCH YTD  
&CYRAALC + 1

SPECIAL OPTIONS:  
ELEMENT RANGE: 1  
BEFORE HEAD TYPE: BN  
HEADER ON MI LINE:  
BLANK LINE AFTER MI:  
FORCE NEG REVENUE:  
BUDGET LEVEL ALLOC:  
HEADER ON EVERY PAGE: Y

RECORDS SELECTED: 48  
SUMMARY RECORDS: 8

PREPARED 06/13/19, 15:29:24  
PROGRAM GM601L

EXPENDITURE BUDGET WORKSHEET  
FOR FISCAL YEARS 2020 & 2021

PAGE

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016-2017 TWO YEARS ACTUAL	2017-2018 LAST YEARS ACTUAL	2018-2019 ADJUSTED BUDGET	2018-2019 MARCH YTD	2018-2019 DEPT ESTIMATE	2019-2020 DEPT REQUEST	2020-2021 DEPT REQUEST
FUND 001 General Fund								
DIV 31 Library								
001-2031-455.10-10	Salaries/Wages	470,982	487,026	516,264	235,976	.....	.....	.....
001-2031-455.10-14	Health Insurance	160,407	137,575	143,937	58,329	.....	.....	.....
001-2031-455.10-15	Overtime Wages	2,259	1,380	1,000	889	.....	.....	.....
001-2031-455.10-22	FICA/Medicare	34,188	35,445	38,854	17,414	.....	.....	.....
001-2031-455.10-23	Pension	15,821	18,995	20,285	9,215	.....	.....	.....
001-2031-455.10-24	Tuition Reimbursement	0	0	4,000	0	.....	4000	.....
001-2031-455.10-65	Comp Leave Pay	0	0	0	0	.....	.....	.....
001-2031-455.10-70	Vacation Pay	0	0	0	0	.....	.....	.....
* Personal Services		683,657	680,421	724,340	321,824	.....	4000	.....
001-2031-419.20-12	Communications	0	2,400	2,500	1,200	2400	2500	2500
001-2031-419.20-65	Service Agreements	37,996	25,129	20,500	17,450	20500	21000	24000
001-2031-419.20-99	Other Contractual Service	0	0	0	0	5000	5200	5550
001-2031-455.20-11	Postage & Printing	3,200	4,000	5,000	800	.....	11000	12000
001-2031-455.20-12	Communications	0	0	0	0	10000	.....	.....
001-2031-455.20-13	Training & Travel	13,932	11,032	10,500	7,803	.....	.....	.....
001-2031-455.20-14	Freight & Express	0	0	0	0	.....	.....	.....
001-2031-455.20-15	Non-training Mileage	0	0	0	0	.....	.....	.....
001-2031-455.20-17	Uniform Allowance	0	0	0	0	.....	.....	.....
001-2031-455.20-33	Legal Advertising	1,582	295	1,200	23	50	500	500
001-2031-455.20-35	Medical Services	40,330	40,805	50,000	22,440	46500	50000	52000
001-2031-455.20-41	Utility Services	5,705	7,791	10,000	2,126	8000	10000	10000
001-2031-455.20-43	Gen Admin Svc from DU	14,889	9,051	10,000	6,009	10000	10500	11000
001-2031-455.20-60	Repairs & Maintenance	8,641	594	1,200	1,297	600	700	800
001-2031-455.20-65	Service Agreements	716	15,907	15,000	8,877	15000	15500	16000
001-2031-455.20-70	Rents	15,421	0	0	0	.....	.....	.....
001-2031-455.20-93	Dues & Subscriptions	0	343	500	0	500	500	500
001-2031-455.20-95	Hire Equip/Equip Rental	0	16,211	34,000	18,178	28000	30000	34000
001-2031-455.20-98	Taylor Collection	17,974	0	0	0	.....	.....	.....
001-2031-455.20-99	Other Contractual Service	160,564	133,558	160,400	85,204	146550	157400	168850
* Contractual Services		160,564	133,558	160,400	85,204	.....	.....	.....
001-2031-419.30-55	Software	3,987	4,038	5,000	2,796	3500	5000	5500
001-2031-419.30-56	Parts/Mach & Equipment	14,252	508	13,500	5,763	7000	15000	14000
001-2031-455.30-31	Office Supplies	9,057	8,063	12,000	2,239	8000	10000	10000
001-2031-455.30-32	Lab/Chemicals	0	0	0	0	.....	.....	.....
001-2031-455.30-35	Printing	643	444	500	63	200	500	500
001-2031-455.30-41	Food Supplies	3,793	3,318	2,500	925	3000	4000	4000
001-2031-455.30-44	Fuel/Oil/Grease	0	25	0	37	100	200	250
001-2031-455.30-49	Bldg/Structural Materials	12,910	11,569	9,000	4,949	9000	9000	10000
001-2031-455.30-51	Books & Periodicals	154,255	155,453	160,000	75,289	160000	180000	180000
001-2031-455.30-58	Horticultural Supplies	1,100	0	1,000	0	.....	.....	.....
001-2031-455.30-63	MV Fuel Parts	0	0	0	0	.....	.....	.....
001-2031-455.30-76	Signs	469	145	1,000	0	1000	1000	1000

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2016-2017 TWO YEARS ACTUAL	2017-2018 LAST YEARS ACTUAL	2018-2019 ADJUSTED BUDGET	2018-2019 MARCH YTD	2018-2019 DEPT ESTIMATE	2019-2020 DEPT REQUEST	2020-2021 DEPT REQUEST
FUND 001 General Fund								
DIV 31 Library								
001-2031-455.30-79 Other Commodities		17,189	13,027	36,098-	3,683	10000	10000	10000
		-----	-----	-----	-----	-----	-----	-----
* Commodities		217,655	196,590	168,402	95,743	201800	234700	235250
		-----	-----	-----	-----	-----	-----	-----
001-2031-455.40-11 Furniture & Fixtures		6,731	0	0	0	.....	.....	.....
001-2031-455.40-13 Bldg/Improve Acquisition		0	43,133	2,630,000	0	.....	.....	.....
001-2031-455.40-20 Motor Vehicles		0	28,696	0	0	.....	.....	.....
001-2031-455.40-71 Land		0	0	0	0	.....	.....	.....
001-2031-455.40-90 Capital Under \$5,000		0	0	0	0	.....	.....	.....
001-2031-455.40-99 Other Capital Outlay		0	0	0	0	.....	.....	.....
		-----	-----	-----	-----	-----	-----	-----
* Fixed Assets		6,731	71,829	2,630,000	0	.....	.....	.....
		-----	-----	-----	-----	-----	-----	-----
001-2031-455.81-00 Grant Appropriation		0	0	40,000	0	40000	100000	100000
		-----	-----	-----	-----	-----	-----	-----
* Grant Appropriation		0	0	40,000	0	40000	100000	100000
		-----	-----	-----	-----	-----	-----	-----
** Library		1,068,607	1,082,398	3,723,142	502,771	388350	496100	504100
		-----	-----	-----	-----	-----	-----	-----
*** General Fund		1,068,607	1,082,398	3,723,142	502,771	388350	496100	504100

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CAPITAL IMPROVEMENT PROGRAM  
CITY OF FREEMONT, NEBRASKA  
FY 2020-2024

(2) PROJECT PRIORITY  
A - Urgent  
B - Necessary  
C - Desirable

FUNDING SOURCE CODES:  
CD Comm Dev Funds  
GDS Go Bonds sold  
SBB Street Buyback  
TI Trade In  
BBB Bridge Buyback

FR Fund Revenues  
RB Revenue Bonds  
RS Revenue Sharing  
SC Service Charges  
SR Special Reserves  
NBR State Revenues  
ST55 Sales Tax Public Safety  
GT Gas Tax Revenues  
AS Assessments  
FA Federal & State Grants  
OF Other Funds  
3AA Federal Highway  
ST58 Sales Tax-St  
K Keno Funds  
PST Public Safety Ta

(0) PROJ. NO.	(1) PROJECT TITLE & DESCRIPTION	PROJECT FUNDED (Y/N)	(2) PROJECT PRIORITY	(3) TOTAL EST.PROJ. COST	(4) OUTSIDE FUNDS & SOURCES	(5) LOCAL FUNDS & SOURCES	(6) SPENT PRIOR TO 2018-2019					
								2018-2019	2019-2020	2020-2021	2021-2022	
General Fund:												
Library	ITEMS IMPACTED BY RENOVATION			11,830,000	OF 4,000,000 5,200,000	230,000 2,000,000 390,000	COM 230,000 RB 2,000,000 RES 390,000		FR 10,000	FR 30,000 10,000 15,000 30,000 100,000	FR 10,000	FR 15,000
Lib	ITEMS NOT IMPACTED BY RENOVATION			6,000 30,000 100,000 150,000 25,000		6,000 30,000 100,000 150,000 25,000		FR 6,000 30,000 50,000 75,000				75,000 25,000

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		Position #	Position Title	Auth #	Last Name	First Name	Grade	Step	2019 FTE ACTUAL	2019 FTE BUDGETED	2020 FTE Proposed	2021 FTE Proposed
20	31	455	2001 LIBRARY DIRECTOR	1	WALKER	TINA	275	8.00	1.00	1.00	1.00	1.00
20	31	455	3024 LIBRARIAN II	1	ENGLAND BIGGS	LAURA	225	8.00	1.00	1.00	1.00	1.00
20	31	455	4013 LIBRARIAN I	1	CRUZ	ELISA	190	4.00	1.00	1.00	1.00	1.00
20	31	455	5022 SENIOR OFFICE ASSOCIATE	1	PARR	TRACY	150	5.00	1.00	1.00	1.00	1.00
20	31	455	6003 LIBRARY ASSISTANT III	1	HOPPE	ANN	130	3.00	0.75	0.75	1.00	1.00
20	31	455	6003 LIBRARY ASSISTANT III	2	VANDERWORTH	SONIA	130	2.00	1.00	1.00	1.00	1.00
20	31	455	6003 LIBRARY ASSISTANT III	3	BEYER	DORLISSA	130	4.00		1.00	1.00	1.00
20	31	455	6009 IT SPECIALIST-LIBRARY	1	OLSON	KELLY	215	3.00	1.00		1.00	1.00
20	31	455	6011 LIBRARY ASSISTANT II	2	(empty)		115	6.00	1.00	1.00	1.00	1.00
20	31	455	6019 LIBRARY ASSISTANT I	1	MULLEN	JOHN	8	6.00	0.75	0.75	1.00	1.00
20	31	455	6031 LIBRARY AIDE PART-TIME	1	ALLEN	SUSAN	HT1	8.00	0.50	0.50	0.50	0.50
20	31	455	6031 LIBRARY AIDE PART-TIME	2	ZGODA	REBECCA	HT1	3.00	0.50	0.50	0.50	0.50
20	31	455	6031 LIBRARY AIDE PART-TIME	3	KNOELL	KAREN	HT1	3.00	0.50	0.50	0.50	0.50
20	31	455	6031 LIBRARY AIDE PART-TIME	4	EMMI	SARAH	HT1	3.00	0.50	0.50	0.50	0.50
20	31	455	6031 LIBRARY AIDE PART-TIME	5	MOENNING	DANIEL	HT1	3.00	0.50	0.50	0.50	0.50
20	31	455	6031 LIBRARY AIDE PART-TIME	6	TAYLOR	KERI	HT1	5.00	0.50	0.50	0.50	0.50
20	31	455	6031 LIBRARY AIDE PART-TIME	7	Unfiled auth	1	HT1	5.00	0.50	0.50	0.50	0.50
20	31	455	6031 LIBRARY AIDE PART-TIME	8	Jokemsun	DEBRA	HT1	5.00	0.50	0.50	0.50	0.50
20	31	455	6031 LIBRARY AIDE PART-TIME	9	VANEL	RUSSELL	HT1	5.00	0.50	0.50	0.50	0.50
20	31	455	7006 OFFICE TRAINEE TEMPORARY	1	Unfiled auth	1	999	1.00	0.32	0.32		
20	31	455	7006 OFFICE TRAINEE TEMPORARY	2	JOKUMSEN	DEBRA	999	1.00	0.37	0.37		
20	31	455	7008 LIBRARY AIDE TEMPORARY	1	VANEK	RUSSELL	999	1.00	0.47	0.47		
			TOTAL FTE						14.16	14.16	14.50	14.50
20	31	455	OVERTIME							\$ 1,000.00	\$ 1,000.00	1000.00

1. Move Dorlissa Beyer to Library Assistant III - she already does the work and is a supervisor. All other supervisors are LA III or higher.
2. Add a billet Library Assistant II lost in 2008.
3. Move Office Trainee and Library Aide Temps all to Library Aide .50 - get rid of temporary workers
4. Move Ann Hoppe and John Mullen to 40 hours - job is hard to get done at 30 and I don't want to lose them to full-time.

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